

ESSEXVILLE/HAMPTON SCHOOL DISTRICT

ELECTION CONSOLIDATION

January 1, 2013 - December 31, 2016
Public Hearing held January 14, 2013

Cynthia A. Luczak, Bay County Clerk
515 Center Avenue, Suite 101
Bay City, MI 48708
(989) 895-4280



APPROVED

Essexville-Hampton Schools Board Members and Terms of Office

President

John A. Martin
215 Sharpe Street
Essexville, MI 48732
Term Expires: December 2018

Vice President

David A. Lovely
1840 North S.E. Boutell Road
Essexville, MI 48732
Term Expires: December 2016

Secretary

Jill Urban
1252 West Nebobish Road
Essexville, MI 48732
Term Expires: December 2014

Treasurer

Charles Rochow
1545 Primrose Lane
Essexville, MI 48732
Term Expires: December 2018

Trustees

Dean Verhaeghe
947 W Borton
Essexville, MI 48732
Term Expires: December 2014

Michael D. Rowley
1561 Wedgewood Place
Essexville, MI 48732
Term Expires: December 2014

Joseph E. Pergande
1565 Primrose Lane
Essexville, MI 48732
Term Expires: December 2016

POLLING LOCATIONS/PRECINCTS

City of Essexville

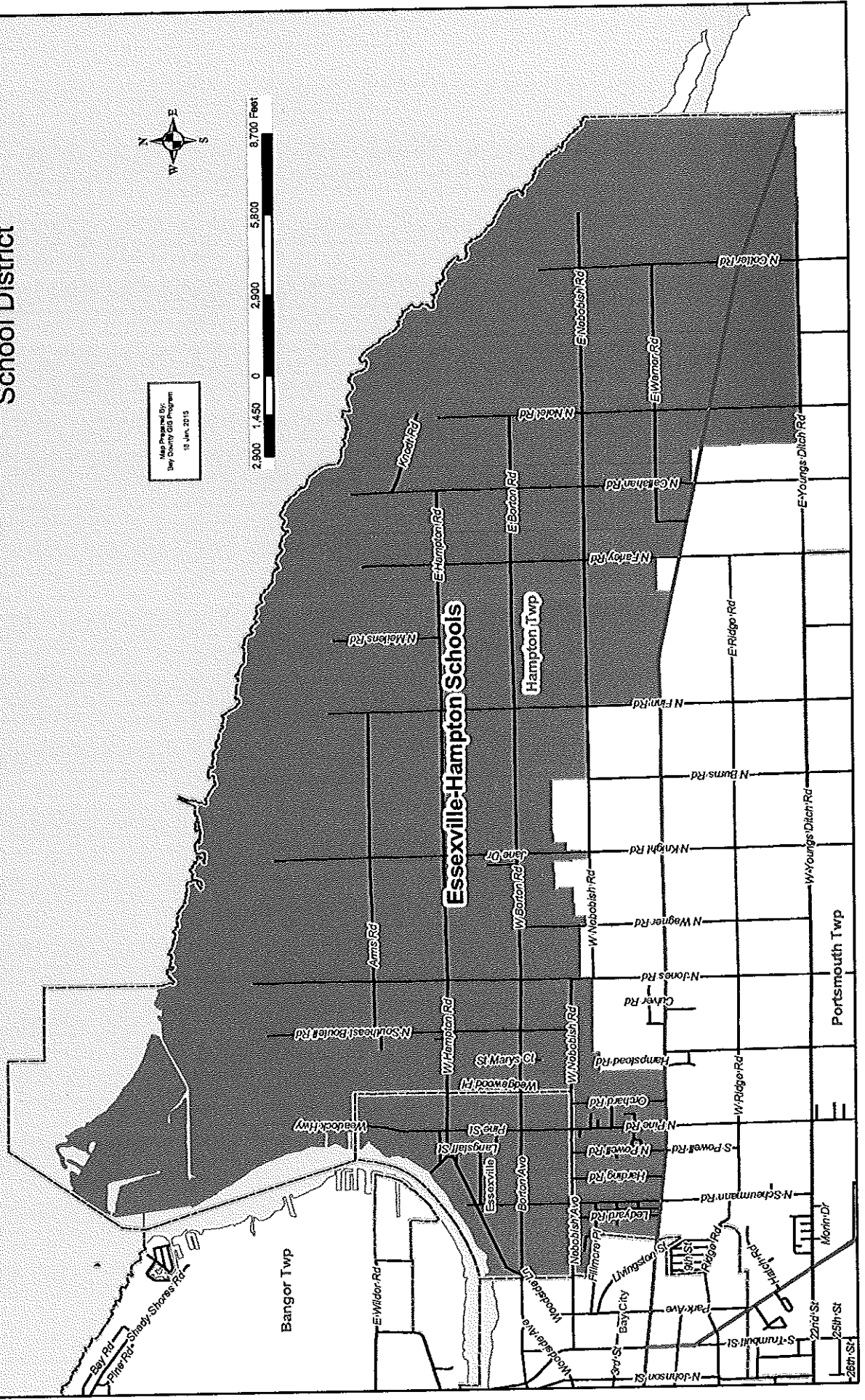
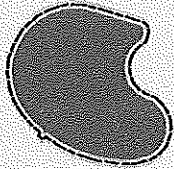
Essexville Pct 1 City Hall, 1107 Woodside Ave., Essexville MI
Essexville Pct 2 St Luke's Methodist Church, 206 Scheurmann, Essexville, MI

Hampton Township

Hampton Pct. 1 Bush School, 800 Nebobish Ave., Essexville, MI
Hampton Pct. 2 Verellen School, 612 Borton Ave., Essexville, MI
Hampton Pct. 5 Verellen School, 612 Borton Ave., Essexville, MI

Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.

2,900	1,450	0	2,900	5,800	8,700 Feet



Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk contingent on the type of election held.
- Publish one (1) Public Notice "Close of Registration" and "Notice of Election" in the Bay City Times. MCL 168.498 (3).
- Arrange for the programming, layout, proofing, coding and printing of ballots.
- May enter into mutual agreement for programming services contingent on jurisdiction of the ballot. Bay City Clerk to contract for programming if in odd year City elections.
- Assess programming fees per precinct for special elections based on actual costs.
- Send proof ballot to candidates and school district pursuant to State law.
- Address election day issues and "troubleshooting"
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary supplies and precinct kits. Bay City Clerk to order precinct kits individually.
- Schedule canvass of election, provide election results for certification by Canvassers.
- Receives file copy of the "Acceptance of Office/Oath of Office" from School Secretary.
- Compile reimbursement requests from local clerks and present to the school board a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the regular or special election as per law.
- Forward any reimbursement disputes to the Secretary of State for resolution.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.

*Public Act 233 of 2011 required School Board members to hold elections in November of even years effective November 2012.

*MCL 168.305 (2) required all school district election coordinating committees to meet at four (4) year intervals to review and, if necessary, alter the election arrangements for conducting school elections, effective January 1, 2013.

Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the County Clerk contingent on the type of election conducted.
- Conduct school district's regular and special elections per MCL 168.305 (2)
- Provide voting equipment for the district's elections
- Public notice and perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications per law.
- Handle the issuance of absentee ballots and the return of voted absentee ballots per law.
- Handle Qualified Voter File (QVF) related responsibilities including the production of precinct lists, e-poll book functions and updating voter history.
- Appoint Election Inspectors with attempts to be made to work with three inspectors per precinct. Local clerks will determine if added inspectors are warranted based on election.
- The Chairperson and Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the respective school board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the respective school board.
- Set up polling places for election day. Arrange with Bay City School district officials for access to polling place for set up the day before election and allow time for vacating also.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to County Clerk.
- Store voted ballots after the election.
- Present to the County Clerk a verified account of actual costs of conducting the school district's regular or special election as soon as possible. Upon receipt of a reimbursement request, the School Board must "pay or disapprove all or a portion of the verified account" within 84 days MCL 168.351. Schools would appreciate submission of the expenses prior to the end of their fiscal year.
- Local clerks hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All other duties required of a clerk in conducting the school election as prescribed by law.
- Bay City Clerk to order precinct supply kits individually.

Election Responsibilities Performed by the
Secretary of the
School Board

- Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval.
- Forward ballot language to the election coordinator if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Within ten days after notification by the election coordinator of the election to a school board each member must file an acceptance of office with the school board Secretary.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate and forwards copy of said acceptance to the County Clerk.
- As past practice, responsible for rental fees of polling locations in the City of Bay City.
- Responsible for payment of absentee counting board(s) with the City of Bay City and the Townships of Frankenlust, Hampton, Kawkawlin, Monitor, Portsmouth and Williams, if applicable.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School Board may be subject to programming fees associated with ballot layout, including Voter Assisted Terminals and/or Voting tabulator devices.
- Work with city, township, county or state officials on “disapproved costs” issues.
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.
- When applicable, arranging for setting up of polling place for election day. Bay City school district officials to allow access to polling place the day before election day and allow access for vacating also.

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

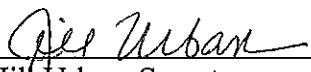
The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

Member

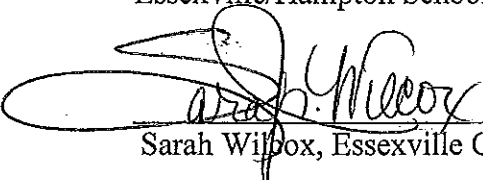
Date


Cynthia A. Luczak, Bay County Clerk

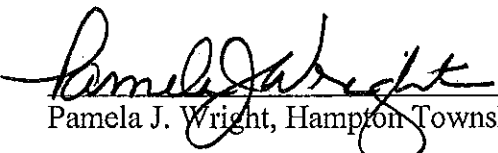
1/14/2013


Jill Urban, Secretary
Essexville/Hampton School District

1-18-2013


Sarah Wilcox, Essexville City Clerk

1-30-2013


Pamela J. Wright, Hampton Township Clerk

1-14-13